

FMLA TECHNICAL CONFERENCE FOOTNOTES

1. Order of process may vary agency by agency (case by case)
2. DHS, DPS, DAS, DWS, UDOT begin counting FMLA time even if all forms are not in
3. Spreadsheet or database – agency choice
4. Discussion with employee on rights and responsibilities – DEQ, UDAF, UNG
5. Timesheet review – DEQ, DPS (2 weeks annual, sick or LWOP), UDOT (LWOP), DOC (4 days)
6. DEQ sends an email to ? regarding leave qualifying for FMLA
7. UDOT - uses medical forms required for leave bank as FMLA medical certification
8. UDOT – leave bank and LWOP
9. UDOT – runs FMLA leave consecutive
10. Agency case by case specific, remain on or off FMLA, DHS – leave on
11. ABC – Supervisor, HR and Executive Director determine FMLA, Commerce – Supervisor and Division Director determine FMLA
12. DAS – Reason for leave unknown, get reason within 2 days of return to work
13. TLA – Employee doesn't return from FMLA within 30 days, may be terminated
14. Accepts doctor's note in place of medical form (case by case basis)
15. Some agencies allow reduced leave
16. DPS – Sworn officers – fitness for duty
17. DHS recoups premium costs usually, other agencies generally do not (case by case)
18. Tax – HR notifies supervisor and employee of leave status and amount of leave

FMLA TECHNICAL CONFERENCE PARKING LOT

Intermittent Leave

Reduced Leave

When to notify PEHP

Written “application” required?

Cost monitoring of FMLA?

Rolling vs. calendar year still an issue

Concurrent vs. consecutive